

# KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440  
PO Box 3078, West Kempsey 2440  
Phone 02 6566 3200 Fax 02 6566 3205  
Web: [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au) Email: [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)



## Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 65663201 or visit our website at [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au).

**Please note:** Prior to submitting this form, please request informal access to the information you seek.

### 1. YOUR DETAILS

**Surname:** ..... **Title:** Mr / Ms

**Other names:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** .....

**Email:** .....

I agree to receive correspondence at the above email address.

### 2. PROOF OF IDENTITY

*Only required when an applicant is requesting information on their own behalf.*

**When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:**

Australian driver's licence with photograph,  Current Australian passport signature and current address

Other proof of signature and current address details

### 3. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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.....  
.....  
.....  
.....

Are you seeking personal information? **Yes / No** (circle one)

**4. FORM OF ACCESS**

How do you wish to access the information?

- Inspect the document(s)  A copy of the document(s)
- Access in another way (please specify) .....
- .....

**5. APPLICATION FEE**

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

**6. DISCLOSURE LOG**

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes / No** (circle one)

**7. DISCOUNT IN PROCESSING**

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

**AND / OR**

- Special benefit to the public – please specify why below:  
.....  
.....

Applicant's signature: .....

Date: .....

Please post this form or lodge it at: **Kempsey Shire Council, 22 Tozer Street, PO Box 3078, West Kempsey. Phone 65663200 Fax 65663205.**